

ON-SITE PERMANENT SIGN(s)
Murfreesboro City Code 25 ¼ - 26
APPLICATION FOR PLAN REVIEW (EXCEPT PSO)

City of Murfreesboro
Building & Codes Department
P.O. Box 1139, 111 W. Vine Street
Murfreesboro, TN 37133-1139
Web site: murfreesborotn.gov

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pmoore@murfreesborotn.gov

Project Address: _____ Project Name: _____

Applicant Name: _____ Phone #: _____ Fax #: _____

Sign Contractor Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____ State Lic. #: _____

Property Owner's Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

CLASS OF WORK: _____ New _____ Alteration _____ Relocation _____ Demolition

VALUATION OF WORK: \$ _____ **TENNESSEE ONE CALL #:** _____
(Contract Amount)

ZONING CLASSIFICATION GROUP(S) AND USE OF BUILDING(S):

_____ **Residential Zone: (RS, RD, RM-12, RM-16, RM22, RZ, and PRD Districts)**

- _____ Home Occupation
- _____ Bed & Breakfast Inn
- _____ Commercial or Noncommercial

_____ **Commercial Zone: (OG, CM, CL, P, CM, R, CM, RS, 8 and PND Districts)**

- _____ Single Tenant
- _____ Multi-Tenant Complex

_____ **Commercial Zone: (Central Business District)**

- _____ Single Tenant
- _____ Multi-Tenant Complex

_____ **Commercial or Industrial Zone (CH, H-I, L-I, CF) Districts)**

- _____ Single Tenant
- _____ Multi-Tenant Complex - Separate Outside Entrances
- _____ Multi-Tenant Complex - Common Outside Entrances

AND

_____ **Commercial or Industrial Zone (PCD, and PID Districts)**

- _____ Single Tenant
- _____ Multi-Tenant Complex - Separate Outside Entrances
- _____ Multi-Tenant Complex - Common Outside Entrances

_____ **Overlay Zone (BP and GDO – 2)**

- _____ Single Tenant
- _____ Multi-Tenant Complex - Separate Outside Entrances
- _____ Multi-Tenant Complex - Common Outside Entrances

1 of 3

_____ **Overlay Zone (GDO – 1, 3 and 4) and PUD Districts**

- ☐ Single Tenant
☐ Multi-Tenant Complex - Separate Outside Entrances
☐ Multi-Tenant Complex - Common Outside Entrances

☐ **Planned Sign Overlay (PSO) – See PSO Application**

USE OF SIGN(S):

- ☐ Tenant Sign
☐ Complex Sign
☐ Development ID
☐ Building Identification Sign (GDO 1, 3 Overlay Zones Only)
☐ Routing Sign (GDO 1, 3 Overlay Zones Only)
☐ Flag Sign (Hoisted on Flag Pole)

TYPE OF SIGN(s):

- ☐ Attached
☐ Cabinet
☐ Channel Letters
☐ Reverse Channel Letters
☐ Ground
☐ Freestanding Wall Sign(Monument)
☐ Outline Lighting
☐ Strip Lighting
☐ Canopy Sign
☐ Building Material Sign

ILLUMINATION (Electrical Permit required): ☐ YES ☐ NO

- ☐ Internally
☐ External (Indirect)
☐ Push Thru Style (Internal illumination of a sign such that only the letters or graphics are illuminated. This includes cabinet sign, channel letters and reverse channel letters)
☐ Reverse Channel Letters
☐ Channel Letters

Detailed Description of sign(s) proposed (Include dimensions of sign panel(s), height, etc.): _____

Applicant Signature

Date

NOTE: Electronic signs are Prohibited. See prohibited signs, Murfreesboro City Code Sec. 25 ¼-24. Signs not expressly allowed are not permitted.

FOR OFFICE USE ONLY

Staff Comments/Conditions: _____

Approved: _____

Date: _____

Disapproved: _____

Date: _____

*** * *Plan Review Application Can Not Be Accepted Without Required Plans – See Page 3 * * *** Signs located in the GDO and Planned Districts may require additional plans as determined by the Planning Commission.

A copy of the sign ordinance can be downloaded from the City of Murfreesboro web-site: murfreesborotn.gov. Applications may be transmitted electronically to Phillip Moore – pmoore@murfreesborotn.gov or Amelia Kerr – akerr@murfreesborotn.gov (all GDO Zone applications).

PLAN REQUIREMENTS

SIGN PLANS REQUIRED (Sec. 25 1/4-20):

- **Attached Signs**

- **Single Occupant:**

- _____ (1) *Dimensioned building elevation* showing the position of the proposed sign in relation to the building, linear feet of the building frontage, the height of the proposed sign on the building, and all existing attached signage; and
 - _____ (2) *Dimensioned sign plan* showing the height, shape and display surface area of the proposed sign; and
 - _____ (3) *Dimensioned site plan* showing the location of the proposed sign on the site and the setbacks from the right of way.

- **Multi-Tenant Complex:**

- _____ (1) *Dimensioned building elevation* showing the position of the proposed sign in relation to the building, the linear feet of the occupant frontage, and height of the proposed sign on the building, and all existing occupant signage; and
 - _____ (2) *Dimensioned sign plan* showing the height, shape and display surface area of the proposed sign; and
 - _____ (3) *Dimensioned site plan* showing the location of the proposed sign on the site and the setbacks from the right of way.

- **Ground Signs**

- **Less than thirty-five (35) feet in height:**

- _____ (1) *Dimensioned sign plan* showing the height, shape and display surface area of the sign and the foundation of the proposed sign; and
 - _____ (2) *Dimensioned site plan* showing the street frontage, the location of the proposed sign on the site, setbacks from the rights-of-way, easements and power lines, and the spacing from all existing ground signs.

- **Greater than thirty-five (35) feet in height:**

- _____ (1) *A scaled sign plan* prepared and sealed by a registered TN engineer, showing the height, shape and display surface area of the sign and the foundation of the proposed sign, including structural specifications, details and wind load design; and
 - _____ (2) *A scaled site plan* prepared and sealed by a registered TN engineer, showing the street frontage, the location of the proposed sign on the site, setbacks from the rights-of-way, easements and power lines, and the spacing from all existing ground signs.

- **Freestanding Wall Signs and Flag Signs** – See Ground Signs

- **Outline or Strip Lighting, Canopy Signs, and Building Material Signs** – See Attached Signs

NOTE: Before any ground sign permit can be issued, the proposed sign location and underground utility lines shall be marked by the applicant by stake and white paint line for location approval. Contact Tennessee One-Call at 1-800-351-1111 to request utility line markings.

It is the responsibility of the applicant to request a location inspection prior to permit issuance, a footing inspection and a final inspection.